



MEMORANDUM

DATE: August 19, 2004

TO: State Agency and Department Directors

FROM: State Personnel Board
Merit Employment and Technical Resources Division

SUBJECT: DYMALLY-ALATORRE BILINGUAL SERVICES ACT
IMPLEMENTATION PLAN TRAINING

The purpose of this memorandum is to invite state agencies to training that will provide guidance in completion of the 2004 Implementation Plan required by the Dymally-Alatorre Bilingual Services Act (Act) in accordance with Government Code Section 7299.4. The Implementation Plan provides an overview of your agency's bilingual services program and any progress made in response to corrective action item(s) identified in the last language survey. The Act requires that the plan be completed and sent to the State Personnel Board (SPB) by October 1, 2004.

In order to assist agencies in gathering and submitting the necessary information, the SPB is conducting two training sessions on August 26, 2004. The Implementation Plan will continue to utilize the same automated template that was developed for the 2003 Plan. Minor changes have been made to the document, as well as to the access and procedural instructions. These changes will also be discussed at the training.

As you recall, one of the requirements of the Act is the assignment of a current staff member to oversee the agency's implementation of the plan. We request that you schedule this individual to attend one of the SPB Implementation Plan training sessions. Due to limited staffing, we are only able to offer the two sessions identified for Sacramento. If your agency's coordinator is unable to attend one of these sessions, we suggest you sent an alternate or have your coordinator make arrangements with the SPB staff to obtain the training materials.

Dymally-Alatorre Bilingual Services Act – Implementation Plan Training
August 19, 2004
Page Two

The training scheduled is as follows:

SESSION:	<u>Session 1</u> Coordinators that <u>Completed</u> a 2003 Implementation Plan	<u>Session 2</u> Coordinators that <u>did</u> <u>not Complete</u> a 2003 Implementation Plan
DATE:	Thursday, August 26, 2004	Thursday, August 26, 2004
TIME:	9 a.m. to 11:30 a.m.	1:30 p.m. – 4:30 p.m.
PLACE:	State Personnel Board 801 Capitol Mall – Room 150 Sacramento, CA	State Personnel Board 801 Capitol Mall – Room 150 Sacramento, CA

Each agency will be provided with an implementation plan package at the training session. If there are any questions regarding the training or Implementation Plan requirements, please contact your agency's SPB Bilingual Services Analyst. A listing of all state agencies, their last identified Bilingual Services Coordinators, and the name of the SPB Bilingual Services Analyst, is attached for your reference.

We request that your coordinator contact the SPB's Bilingual Services Program at (916) 651-9017 or TDD (916) 653-1498 to confirm his/her attendance. We look forward to meeting your departmental representative and providing assistance in facilitating compliance with the Act.

Karen Coffee, Chief

Attachment